

File

STANDARD FORM NO. 64

Sanitized - Approved For Release : CIA-RDP54-00177A000100110012-8

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Services Officer

DATE: 10 May 1949

FROM : Assistant Deputy Services Officer

SUBJECT: Monthly Report, Supply Division for the Month of April.

1. As a result of the integration of property and supply records, non-expendable records formerly maintained by the Supply Division have been eliminated with the exception of those pertaining to Communications Supply Account Number 1. Such records will be completely eliminated as of 25 May 1949.

A property and supply inventory form is being redrafted with changes requested by your office and a redraft will be furnished you this week. Upon approval and final print of this form, action will be taken to transfer quantities of non-expendable items on present supply inventory record cards to the approved form. A draft of an inventory record for expendable supplies which will include consumption data, replenishment record information and maximum and minimum levels will be forwarded to your office this week for your approval. Action will then be taken to have present quantities of expendable supplies transferred to this new form.

2. An internal property and supply operating procedure has been reviewed by this office and will be forwarded to you for approval on or about 18 May 1949. A revised procedure pertaining to the maintenance of records by using activities will be prepared by this office and upon completion, will be forwarded to you for approval.

3. Expendable supplies previously located in various offices of North Building have been centralized in Room 210, North Building. This, in turn, will eliminate submission of excessive requisitions by Responsible Officers within said building.

4. The cargo shipping document which was forwarded to the Management Office has been approved. This office will take necessary action to requisition required number of copies and will, with final approval of your office, establish related procedures pertaining thereto.

5. Necessary action has been taken with respect to the recommendations contained in report from Mr. [REDACTED], dated 13 April 1949, subject, "Fire Protection Survey, [REDACTED] Warehouse".

25X1A9a

25X1A6a

[REDACTED]

25X1A9a

5 May 1949

VOLUME:

Procurement Section:

1. Requisitions:

Total number received.....	538
Total number completed.....	461
Pending bids, clearance, etc.....	28
Pending information necessary to complete action.....	22
Held without action.....	27

2. Purchase Orders:

Prepared and issued.....	1009
Pending encumbrance.....	59
Total expenditures obligated.....	\$78,099.05
Petty Cash and Printing & Binding estimates...	4,886.34
Total - Dollar expenditures.....	\$82,985.39

Contract Section:

1. Contracts Completed (Vouchered)

a. Supply.....	2✓
b. Service.....	4✓

2. Amendments to Contracts Completed.....2✓

3. Contracts Pending.....6

4. Amendments to Contracts Pending.....5

5. PBA Agreements

a. Supply.....	0
b. Service.....	1✓
c. Lease.....	0

6. Total expenditure.....\$9,325.50

+ 2 Univ. contracts and 2 purch orders 21,424.21

Storage and Issue Section:

\$ 30,749.71 for 2 X mens.

1. Requisitions:

a. Received during month.....	870
b. Completed.....	742
c. Balance on Hand.....	128

(1) Account #1 - Signal Supply Account.....	118
(2) Account #2 - Office Supplies.....	469
(3) Account #3 - Office Equipment.....	191
(4) Accounts #4 and 5 - Operational and Medical Supplies.....	87
(5) Account #6 - General Supplies.....	5

2. Cargo and Domestic Shipments:

a. Requests.....	180
b. Shipments accomplished.....	149
c. Total Weight Shipped (lbs).....	95,766
d. Number of cases shipped.....	587
e. Balance on Hand.....	31

3. Miscellaneous:

a. Job Orders:

Moving and relocation of equipment in CIA buildings.....	73
Man hours required.....	2,040